

## **PROJECT SUMMARY**

### **Purpose and Goals of Project:**

The City of San Antonio possesses historical records spanning over three centuries that document personal, business, and governmental life and illustrate the importance of the city as a center for national and international affairs. Currently, the City of San Antonio does not have an archival program to preserve and make accessible the wealth of history embodied in these city documents. Without proper preservation, these historical treasures are at risk of deterioration and destruction, and with them the loss of records illuminating our rich and colorful cultural heritage. To meet the city's need for historical record preservation, the San Antonio Public Library and the Office of the City Clerk are partnering to develop an archival program for the City, which will restore and preserve our City's historical documents.

The San Antonio Public Library Foundation, incorporated as a 501(c)(3) in 1983 with the mission to promote the Library as a cultural and educational institution, has offered its grant proposal development, financial, and administrative capacities to the project. The Library Foundation requests, on behalf of the San Antonio Public Library and the Office of the City Clerk, an Archival Record Project Grant of \$88,318.00 from the National Historical and Commission for the development of the archival program. The NHPRC grant, which will begin September 1, 2008 and cover a one-year period, will be used for several critical elements of the beginning stages of the archival project which commenced in the prior grant year--to fund the salary for the Assistant to the City Archivist, purchase supplies and materials needed to properly archive records, and to purchase software needed to digitize materials and convert finding aids to EAD. This year's grant will continue to develop the archival program that will serve as the foundation for the eventual establishment of a Municipal History Center – an archive research

and service center that will be developed in a later phase of the project not covered by this NHPRC grant.

### **Significance and Relationship to NHPRC Goals and Objectives**

The proposed archival program directly fulfills the NHPRC goal by preserving and providing access to records that document our country's democratic government, history and culture. The city records to be preserved illuminate over three centuries of San Antonio history and the city's development from the first stages of settlement in the 17<sup>th</sup> century. Preserving the records will furnish continuity between the generations, substantiate facts, and afford accountability. The program will promote these documents as a resource for the general public and allow for greater understanding of our city's heritage. This will enhance and personalize San Antonio as a place of unusual historical interests for the millions of tourists and serve as a resource for education.

### **Plan of Work for Grant Period:**

The grant will cover work for a one-year period and address the following work:

Appraisal: Continuing the work begun in the previous grant year, the Archivist and Archivist Assistant will work with City departments to determine which records have archival value. Collections created by organizations or individuals relating to the City of San Antonio, such as city-affiliated utilities and non-profit organizations, will also be considered for inclusion in the City Archives.

Acquisition: The ownership of the historical records will be transferred to the Office of the City Clerk for those City records which have met their functional requirements

and for all outside collections deemed relevant to the mission of the archives.

**Preservation:** Information will be maintained in a form that satisfies all legal and historical needs. Records will be moved to the Records Facility so the records can be housed in a managed environment or microfilmed/scanned if necessary.

- An outside lab will be used for records in need of treatment.
- An outside vendor will be used for records in need of rebinding
- Archival or Public Library staff will conduct minor restorative work.

**Arrangement:** Records order will be maintained or re-established. Trained staff from the Public Library will assist the archivist and the archivist assistant. Basic processing guidelines will be used, maximizing the amount of records processed, with rehousing performed as necessary.

**Description:** An "archival inventory," a document designed for public use, including a "scope and content note" describing the nature and extent of the information in the records as well as information about its creation, will be produced. New finding aids will be created in EAD, and staff will begin converting the finding aids from previously processed collections. The archivist and archivist assistant will convert the finding aids, with assistance from IT staff.

**Customer Service:** Records will be made accessible to facilitate use by employees and the public. Records Management staff will assist the archivist and assistant archivist. During this grant period, arrangements will be made to transfer records to the Texana/Genealogy department on an appointment basis, allowing for extended research hours. Some records collections will be digitized and online exhibits set up in conjunction with the Public Library Foundation, allowing for remote access to popular record groups.

**Products to be completed during Grant Period:**

Inventories, Finding Aids: Archival arrangements descriptions that reflect records so they can be easily identified, found and effectively used. Finding aids will be available to the public on the Library and City Clerk websites, as well as through an archival consortium.

**Contact Information:**

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**1. PURPOSE AND GOAL OF THE PROJECT:*****The Need for an Archival Program***

San Antonio is one of the most historic cities in Texas. The area was first named by Domingo Teran de los Rios' expedition when they celebrated the feast of Saint Anthony along what would later become the San Antonio River on June 13, 1691. The actual founding of the city came in 1718 when a group of colonists under Martin de Alarcon established the Villa de Bejar. In 1731, a group of sixteen families from the Canary Islands arrived and founded the Villa de San Fernando, first civil government in Texas. Since its beginnings in the 17<sup>th</sup> century, San Antonio has operated under governments of six different countries and has developed a rich multiethnic culture stemming from unique historical experiences.

The City of San Antonio possesses historical records spanning this exceptional three-century-plus period of time that document personal, business, and governmental life and illustrate the importance of the City as a center for national and international affairs. In 2005, David Gracy II conducted an archival survey of San Antonio records. This survey uncovered 2,027 cubic feet of records, although actual cubic footage is likely to be higher as records stored off-site were not included. A presentation of the Gracy survey in December, 2005 states:

*Approximately two-thirds of the archival heritage of the City remains in the offices for which identification, selection, maintenance, and servicing of archival records is not the function of the office. Managing these records is done by individual employees who take on the responsibility as a personal commitment or records are placed out of sight and for all but a few individuals, out of mind. This puts the majority of the archival heritage of the City of San Antonio at serious risk.*

Without proper preservation, these historical treasures are at risk of deterioration and destruction, and with them the loss of records illuminating our rich cultural heritage. While individuals have made an effort to preserve these documents, an established program made up of professionals with proper tools is necessary to preserve and make accessible the City's history to the public.

The Texas Legislature Local Government Code 201.001 recognizes the importance of local government documentation, stating, "the preservation of local government records of permanent value is necessary to provide the people of the state with resources concerning their history and to document their rights of citizenship and property." The City of San Antonio has the obligation to address these issues and must play a role in collecting, preserving, archiving, and actively presenting this community's rich history to residents, students, visitors, and researchers.

### ***The Archival Program***

The City of San Antonio will meet its obligation to preserve these resources by establishing its own archival program. The goal of the archival program is to locate, preserve and archive the records of the City of San Antonio. The prior grant year saw the establishment of this program, during which the goal was to locate and identify historical records held by the city departments. These records, if not active, are moved to the Municipal Records Facility. Here, the historical records are treated, repaired, reformatted, and placed in archival folders, boxes, and storage units. Library and Municipal Record Facility staff, under the instruction of the City Archivist, conduct restorative work, including repairs of loose spines, page tears, and general cleaning. Finding aids are created for processed collections. It is estimated that 1500 cubic feet of records will be processed during the first grant year.

The finding aids associated with these materials are accessible to researchers online on the City Clerk website. The City will be promoting these valuable resources for use by the research community and general public through meetings with local organizations and schools. Museum-like displays of historical documents and objects from San Antonio's history and curriculum guides will be used at these meetings to strengthen student and teacher's understanding and appreciation of local history.

This grant will allow the City Archives program to continue the work begun during the previous grant year. Processing of backlogged collections will be ongoing, with the goal of completing the processing of currently identified collections by the end of the grant. At this point, the archives will be fully integrated into the records management program of the city, allowing the Archivist to identify and accession potential historical materials at the point at which they become inactive. In addition, the City will increase public access to the collections by creating online exhibits with frequently requested materials. Finding aids will be converted to EAD, so that the City Archives can participate in archival consortia such as Texas Archival

Resources Online (TARO), which will open the materials up to a wider audience. During the first grant year, publicity for the program resulted in offers of valuable historical materials intimately related to the history of the City of San Antonio. With much of the backlog of City records processed and accessible, the Archives will have the capacity to accession valuable collections from associated organizations, serving a broader community.

The natural progression of the city's archival program is the establishment of a Municipal History Center. The History Center will archive the historic documents of the city as well as those of local organizations and provide a publicly accessible searchable database. It will also be the center of a network linking and providing access to related institutional resources, and ensuring that local historical resources (including both documents and artifacts) are identified, collected and preserved appropriately. The development of the History Center constitutes a later stage of the project and will not be covered by the NHPRC grant.

### ***The Roles of the Archivist and Archivist Assistant***

The City Archivist and the Archivist Assistant are primarily responsible for the implementation of the archival program goals. The City Archivist position, which was created as part of the Office of the City Clerk's fiscal budget of 2006-2007, is located at the Records Facility during this stage of the project. The archivist assistant, funded by NHPRC grant money, reports directly to the City Archivist. The Archivist and assistant transfer records from City departments to the records facility; conduct the initial review of assigned materials, arrange and describe records, prepare finding aids to access to records, provide reference and research, and assist in training other staff. This assistant position is the only full-time assistance the archivist will have in the early stages of program development.

### ***The Archival Program as a City Partnership***

The City of San Antonio has already made a substantial commitment to this project by creating a City Archivist position in the City budget. The partnership between the Office of the City Clerk and the San Antonio Public Library allows the City to efficiently use resources by taking advantage of currently existing archival facilities located at the Library's Texana/Genealogy Department. The Library location provides the following assets:

- Adequate public service oriented staff skilled in research and archives, while allowing the Records Facility staff to work with City departments on record retention
- Ease of access (convenient and accessible location, adequate parking, good signage, handicapped access, etc) to the general public
- Environmental controls
- Physical and structural flexibility to accommodate rearrangement, expansion and technological adaptation
- Adequate mixed-use space (e.g. exhibits, classrooms, meetings and events) and state-of-the-art technical and support services (e.g. document and artifact preservation, copy and reproduction services)
- Appropriate facilities with arrangements for user convenience and support (e.g. a visitor-oriented facility; comfortable workspaces and security provisions in the research-oriented facility).

The Texana/Genealogy Department currently maintains an archival collection focusing on Texas and North American history, with over 30,000 books and 50,500 microforms, including: county and local histories; "mug" books; transcriptions of Texas county records (cemetery, marriage, etc.); books by local and Texas authors, San Antonio City documents (selected); archaeological reports; and Edwards Aquifer and regional water studies. In 2005, 21% of 5,000 users were from outside San Antonio; 15% of books were retrieved from the vault. From January to September 2006, 21% of 3,654 users were from outside San Antonio and 17.5% of books were retrieved from the vault.

The ultimate goal of the archival program is to serve as a foundation for the creation of a Municipal History Center. The Office of the City Clerk owns 3.7 acres in downtown



San Antonio which houses three buildings: the first is the Municipal Records Facility and the City Vital Records Office, the second is the City's Training Facility; and the third is a 9,000 square foot building currently leased to a telephone company which could become the City's first History Center with minimal alteration. In the meantime, the Archives program will be expanding into the space currently occupied by the Vital Records Office, which is housed in the same building as the Records Facility. That office will be moving at the end of 2008, giving the archives program further storage and research space.

The San Antonio Public Library Foundation, as a non-profit supporter of the San Antonio Public Library System has offered its grant proposal development, financial, and administrative capacities to the project to ensure effective management and distribution of funds. The Library Foundation will maintain all financial records related to the distribution of grant funds and will be responsible for all NHPRC reports related to this grant, including the annual financial status reports and semi-annual narrative progress reports, as well as final financial and narrative reports at the conclusion of the grant period.

## **2. SIGNIFICANCE AND RELATIONSHIP TO NHPRC GOALS AND OBJECTIVES:**

The proposed archival program directly fulfills the NHPRC goal by preserving and promoting access to records that document our country's democratic government, history and culture. The city records to be preserved illuminate over three centuries of San Antonio history and document the city's development from the first stages of settlement in the 17th century. Preserving the records will furnish continuity between the generations, substantiate facts, and afford accountability. The program will promote these documents as a resource for the general public and allow for greater understanding of our city's heritage. This will enhance and personalize San Antonio as a place of unusual historical interests for millions of tourists and

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### **3. PLAN OF WORK FOR THE GRANT PERIOD:**

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records as well as information about its creation, will be produced. New finding aids will be created in EAD, and staff will begin converting the finding aids from previously processed collections. The archivist and archivist assistant will convert the finding aids, with assistance from IT staff.

Customer Service: Records will be made accessible to facilitate use by employees and the public. Records Management staff will assist the archivist and assistant archivist. During this grant period, arrangements will be made to transfer records to the Texana/Genealogy department on an appointment basis, allowing for extended research hours. Some records collections will be digitized and online exhibits set up in conjunction with the Public Library Foundation, allowing for remote access to popular record groups.

#### **4. PRODUCTS AND PUBLICATIONS TO BE COMPLETED DURING THE GRANT PERIOD:**

Inventories, Finding Aids: Archival arrangements descriptions that reflect records so they can be easily identified, found and effectively used. Finding aids will be available to the public on the Library and City Clerk websites, as well as through an archival consortium.

#### **5. QUALIFICATIONS OF THE PERSONNEL:**

##### **CITY ARCHIVIST**

The City Archivist position was created within the Records Management Section of the Office of the City Clerk with the City's 2006-2007 fiscal budget and filled in early 2007. The responsibilities of the City Archivist include fostering collaboration within the City and actively

seeking external partnerships to support and further the mission and activities of the City's Archival program leading to the creation of a History Center for the City of San Antonio. Key internal partners include the Mayor, Council and City Manager, the San Antonio Public Library Director, and staff of the Office of City Clerk, Municipal Records Facility, and Information Technology Departments as well as Records Liaisons from all departments. Key external partners include Office of the Bexar County Clerk, Bexar County Historical Commission, peer institutions, historical institutions in the private sector and professional organizations. The City Archivist works to develop archival policies and procedures, acquires records, processes materials, reviews and organizes archival material, creates finding aids, maintains and publicizes the archival collections and provides reference services.

**Amanda DeFlorio** graduated from the University of Michigan School of Information in 2005, receiving an MSI with a specialization in Archives and Records Management. She focused her curriculum on improving access to archival records. In support of that goal, Mrs. DeFlorio spent three years working at the Bentley Historical Library, the archives of the University of Michigan, processing personal and organizational collections and providing reference services. While there, she designed and created a digital access system for hundreds of landscape architecture drawings and expanded a digital photograph archive. She also participated in two internships in Washington, D.C., helping to create a disaster plan for the photo archives of the National Museum of the American Indian, and working for the National Security Archive, providing recommendations to standardize their finding aids and processing a large collection of nuclear weapons documentation. Mrs. DeFlorio also created a formal archives for the Berkley First United Methodist Church of Berkley, MI. She processed existing historical materials and created guidelines for future additions, allowing lay members of the congregation to maintain the collections. Mrs. DeFlorio then spent two years in the

Texana/Genealogy department of the San Antonio Public Library. Her responsibilities included arranging and describing incoming archival collections and providing reference services to the public. She was hired as City Archivist in February 2007, and developed the archival program in its first year.

#### CITY ARCHIVIST SUPPORT PERSON:

The Archivist Assistant assists the City Archivist in day-to-day activities. Typical job activities include: assisting the transfer of records from City Departments to the Municipal Records Facility, conducting the initial review of assigned materials, arranging and preparing descriptions of records, preparing the finding aids to facilitate access to records, providing reference and research services, and assisting in the training of additional staff. This will be only full time assistance for the City Archivist, and plays a crucial role in the early stages of program development.

**Sean Heyliger** graduated from the University of Texas at Austin in August 2007 with an MLIS, specializing in Archival Administration. He has been employed as an Archival Assistant at the Archives of American Mathematics, in the Center for American History, since 2006. He has experience with arranging and describing collections, creating MARC records and EAD finding aids, and digitizing collections. He also holds an MA from the University of Wyoming and has experience as a middle school teacher.

#### ADDITIONAL PERSONNEL:

Additional personnel will be drawn from a pool of experienced City Library and Records Management personnel along with work-study students from local universities and trained volunteers with paid personnel being added as the program grows. Archival staff must

have earned a master's degree with a specialization in archives management.

## **SAN ANTONIO PUBLIC LIBRARY STAFF**

**Andrew D. Crews** has worked for the San Antonio Public Library in the Texana/Genealogy Department since July 2005. He is a 2004 graduate of the School of Information at the University of Texas at Austin, specializing in Archival Studies with a focus on preservation. Before joining the Library staff, he was part of a team that surveyed San Antonio/Bexar County records to determine the necessity for a City archives facility. As a graduate student he processed the Louise Daggett Fischer papers at the Daughters of the Republic of Texas Library on the Alamo grounds and appraised the Cyndi Taylor Krier papers at the UTSA Archives.

**Matt De Waelsche** has two Master's Degrees, one in History (Saint Louis University, 1983) and one in Library and Information Science (University of Texas at Austin, 1986). While in library school in 1985-1986, he had internships at the Barker Center (now known as the Center for American History) and the Catholic Archives of Texas. He has worked in archives at the NARA Federal Records Centers in St. Louis (1987-1988), Archives of the Episcopal Church in Austin(1990-1992) and Texas State Library and Archives Commission in Austin(2000-2001). From 1995-2000 and 2001 to the present he has worked in the Texana/Genealogy Department. He is responsible for processing archival collections relating to local San Antonio history, creating finding aids, and soliciting new collections. He is a member of the Academy of Certified Archivists, the Society of American Archivists, the Society of Southwest Archivists, and San Antonio Regional Archivists. He is also involved with the Archives and Local History Roundtable of the Texas Library Association and is the archivist for the Bexar Library Association.

The Texana/Genealogy department has posted another position that they will be filling shortly. The new staff member will also be available to work on the archival program.

## **GEORGE WHITFIELD, JR. MUNICIPAL RECORDS FACILITY STAFF**

**Colleen Munds**, Municipal Records Facility Manager, has been with the Municipal Records Facility for 2 years. She retired from the Texas State Library and Archives with 6 years in the State and Local Records Division and 20 years in the Archives and Information Services Division. She oversees the day-to-day operation of the City's records program, develops policies and procedures, monitors the storage and destruction of records based on retention requirements and provides records training to City staff.

**Julia Aguirre**, Municipal Records Facility Supervisor, has been with the Municipal Records Facility for over 20 years. She exercises functional and technical supervision over the Municipal Records Facility staff and sets performance expectations and ensures the observance of laws, policies and procedures.

**Joe Randle**, Department Systems Specialist, has been with the Municipal Records Facility for over 5 years. He develops electronic applications for use by the Records Staff to process the storage and destruction of City records, develops the means to migrate data from other systems to the records/document management system, and develops and maintains data base applications.

**Cynthia Garcia**, Administrative Assistant I, has been with the Municipal Records Facility for over 10 years. She processes storage and destruction forms according to Federal and State Retention laws and City policies using the City's electronic document/records management system. Assists Records Liaisons; maintains statistics and generates facility reports. Locates and retrieves documents to fulfill requests received, and assists in the training of the City Departments' Records Liaisons.

**Roland Castaneda**, Senior Records Technician, has been with the Municipal Records

Facility for over 15 years. He prepares documents for imaging (electronic and microfilm). Operates and maintain imaging equipment, provides quality control of imaged documents. Locates and retrieves documents to fulfill requests received, receives and prepares records for storage and destruction.

**Toby Bowman**, Senior Records Technician, has been with the Municipal Records Facility for 2 years. He has over 15 years experience with imaging documents in the private sector. He prepares documents for imaging (electronic and microfilm). Operates and maintain imaging equipment, provides quality control of imaged documents. Locates and retrieves documents to fulfill requests received, receives and prepares records for storage and destruction.

#### **SAN ANTONIO LIBRARY FOUNDATION HISTORY AND STAFF**

The San Antonio Public Library Foundation was established in 1983 as a 501(c)(3) charitable organization to augment the Library's budget with private and philanthropic support. Led by a 100-member Board of Directors, the Library Foundation has raised more than \$23 million since its 1995 Capital Campaign and has succeeded in increasing the awareness, use and resources of the public library for the entire San Antonio community. Today, the Library Foundation orchestrates a wide variety of initiatives designed to develop and enhance literacy skills, encourage learning and serve as a valuable resource to schools and other educational organizations. The Library Foundation operates with a six person staff with a full-time accountant and grant writer. The Foundation maintains a diversified budget with 70% of its income attributed to individual donations and 30% from grant money (private and federal). **Kaye Lenox**, President and CEO, is the primary representative of the organization. **Loni Dear**, a full-time accountant who has been with the Foundation since 2003, maintains the Foundation's financial records and grant fund administration. The Foundation has its financial reports audited and has maintained sound fiscal standing throughout its existence.



**6. OBJECTIVES: Prior Grant Year**

1. Transfer and accession from city departments at least 2,000 cubic feet of records that are appraised as having historical value.
2. Establish basic intellectual control over all accessions.
3. Process and describe 1,500 cubic feet of the records performing necessary preservation work and developing plans for additional efforts such as microfilming that may be necessary.
4. Post at least 10 finding aids for the described records on city and library websites, and arrange for the submission of MARC records for all accessioned records to the appropriate cooperative library catalog.
5. Promote the use of the records by making presentations at least 5 different organizations or schools and complete at least one exhibit and at least one curriculum guide based on the records processed during the project.
6. Track usage of the records.

**During the grant period:**

1. Accession additional records from City departments and related organizations as they are identified
2. Using basic processing guidelines, arrange and describe approximately 900 cubic feet of records performing necessary preservation work and developing plans for additional efforts such as microfilming that may be necessary.
3. Post EAD finding aids for the described records on city and library websites, and arrange for the submission of MARC records for all accessioned records to the appropriate cooperative library catalog.
4. Convert existing finding aids to EAD and submit to the appropriate archival consortium
5. Continue presentations to community organizations or schools and create additional curriculum guides
6. Create online exhibits using processed materials to enhance access and engage potential patrons.